

# MISSOURI SERVICE-LEARNING GRANT APPLICATION

## 2003-2004

(Compiled 7-1-03)



*Issued by the*

### MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

**Missouri Service-Learning Program, Community Education Unit  
Division of Vocational and Adult Education**

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**STATE OF MISSOURI**  
**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**Grant Application**

NUMBER:0304SLF

CONTACT: Jay Acock (573) 522-6727

TITLE: 2003-2004 Service-Learning Grant Application (Federal)

ISSUE DATE: August 13, 2003

RETURN DATE: 5:00 PM, Monday, September 15, 2003

GRANT PERIOD: Date of Award through June 30, 2004

**RETURN APPLICATION TO:**

Director, Service-Learning  
 DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 PO Box 480, 205 Jefferson ST, 5<sup>th</sup> Floor  
 Jefferson City, MO 65102-0480

**CHECK ONE:**

☐ New Grant  
☐ Continuation Grant  
☐ Sustainability Grant

**FORMULA FOR FUNDING REQUEST:**

☐ x \$3,000 per building in year 1 = \$  
☐ x \$2,500 per building in year 2/3 = \$  
☐ x \$1,500 per building in year 4 = \$  
☐ x \$1,000 per building in year 5 or more = \$

District Coordinator Monies-\$5,000 per district \$

**TOTAL REQUEST:** \$

| District Information:           | Building Information – Names of Buildings and Year in Funding Cycle |  | Coordinator Information                        |
|---------------------------------|---|--|--|
| COUNTY-DISTRICT CODE            |   |  | COORDINATOR NAME                               |
| DISTRICT NAME                   |   |  | COORDINATOR POSITION                           |
| DISTRICT STREET ADDRESS         |   |  | COORDINATOR LOCATION (BLDG AND ADDRESS)        |
| DISTRICT CITY                   |   |  | COORDINATOR PHONE<br>( )                       |
| DISTRICT ZIP                    |   |  | COORDINATOR FAX<br>( )                         |
| DISTRICT PHONE<br>( )           |   |  | COORDINATOR E-MAIL*                            |
| DISTRICT FAX<br>( )             |   |  | COORDINATOR SUMMER PHONE<br>WK ( )<br>HOME ( ) |
| DISTRICT FINANCIAL/GRANT NAME   |   |  |  |
| DISTRICT FINANCIAL PHONE<br>( ) |   |  | *current e-mail is required                    |

The applicant hereby declares understanding, agreement and certification of compliance to provide the items and/or services in accordance with all requirements and specifications contained herein. The applicant further agrees that the language of this document shall govern in the event of a conflict with his/her proposal. The applicant further agrees that upon receipt of DESE notification signed by an authorized official of the State of Missouri, a binding contract shall exist between the applicant and DESE.

SUPERINTENDENT'S SIGNATURE AND DATE REQUIRED: \_\_\_\_\_

**DESE ONLY:**

APPROVED AMOUNT: \$ \_\_\_\_\_ MINIMUM MATCH: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE AND DATE: \_\_\_\_\_

## Application General Questions Page

(All applicants must complete this page.)

### Overview of Your School Community

1. Our district is mostly \_\_\_\_\_ rural \_\_\_\_\_ urban \_\_\_\_\_ suburban
2. Number of students in the district \_\_\_\_\_ 3. Number of buildings in the district \_\_\_\_\_
3. Number of students expected to participate in Service-Learning projects during the total grant period: \_\_\_\_\_  
(This is the number of students performing service, not recipients of service.)
4. Number of teachers expected to implement Service-Learning projects during the total grant period: \_\_\_\_\_
5. Number of adult volunteers expected to assist in Service-Learning projects during the total grant period: \_\_\_\_\_
6. Please check the other initiatives in which your school participates or have participated in:  

|                                    |                                       |                               |
|------------------------------------|---------------------------------------|-------------------------------|
| _____ A+ Schools                   | _____ Coalition of Essential Schools  | _____ Gold Star/Blue Ribbon   |
| _____ School to Career             | _____ Caring Communities              | _____ STARR Teacher           |
| _____ Accelerated Schools          | _____ Turning Points                  | _____ Other (specify below)   |
| _____ Title I, II, IV, VI (circle) | _____ School-Age Care or Extended Day | _____ AmeriCorps/Vista/Senior |
| _____ 21st Century Grant Site      | _____ Character Education             | _____ High Schools That Work  |

### Community-School Organization-Partnership Information

All districts are required to have a CBO non-profit agency with whom they partner in this initiative. Schools can have multiple CBO's, but at least one must be a non-for-profit agency (state agency or institution of higher education is acceptable).

Is this CBO new/changed from last year? \_\_\_\_\_yes \_\_\_\_\_no

List the name of your CBO non-for-profit agency \_\_\_\_\_

CBO Contact Person and Title: \_\_\_\_\_

CBO Address (street, city, zip) \_\_\_\_\_

CBO Phone Number: \_\_\_\_\_

CBO E-mail: \_\_\_\_\_

(Additional CBO's may be listed on an attached additional sheet).

## Project Specialties

(All applicants must respond to these questions regarding specialty areas.)

The Corporation for National Service places a special priority on **homeland security measures**: Please briefly describe (1-2 sentences) any projects that will address community policing, disaster preparedness, disaster relief, diversity and tolerance programs, health education and screening, or blood drives. For more about Home Land Security, see the web site at [www.nationalservice.org](http://www.nationalservice.org).

The Corporation for National Service places a special priority on **faith based initiatives**. “We encourage your subgrantees to reach out to these organizations and include them in their programs.” You might include a faith based CBO or projects benefiting faith based organizations. Please describe briefly (1-2 sentences) any projects that might address this issue.

One of our state goals is to increase Service-Learning as a teaching and learning strategy in **21<sup>st</sup> Century and After School Sites**.

Do you have an after school program in your district?    ☐yes    ☐no

If so, are you willing to work with the coordinator of the program and the state Service-Learning Coordinator to help implement Service-Learning as part of this program? (Consider using this as a student development goal in the following section.)    ☐yes    ☐no

## **Assurances and Certifications**

(Please read carefully. You do not have to submit these pages back to DESE. When signing the application page, the superintendent agrees to these assurance and certifications.)

WHEREAS, DESE has applied for and received a grant pursuant to the National and Community Service Trust Act of 1993; and

WHEREAS, DESE is desirous of having the Subgrantee establish programs (or other relevant services); and

WHEREAS, the Subgrantee is willing to provide such services;

NOW, THEREFORE, DESE and the Subgrantee do mutually agree as follows:

1. The Agreement shall not bind nor purport to bind DESE for any contractual commitment in excess of the original project period. All project costs must be incurred during the time period of grant award to May 30, 2004. DESE shall have the right, at its sole option, to extend this project agreement for three one-year periods, or a portion thereof.
2. In the event that DESE exercises its option, all terms, conditions, and provisions of the original project agreement shall remain the same and apply during the extension period, unless otherwise stipulated.
3. This Project Agreement is subject to all applicable terms and conditions of 45 CFR (Code of Federal Regulations) Chapter XXV, and any amendments or revisions thereto, which by this reference are incorporated herein as if fully rewritten.
4. This Project Agreement is subject to all the terms and conditions of the National and Community Service Trust Act of 1993, and any amendments or revisions thereto, which by this reference are incorporated herein as if fully rewritten.
5. Subgrantee agrees to abide by any letters or memorandums issued by DESE or the Corporation for National Service relating to policy decisions on the administration of program or activities funded under this Project Agreement.
6. The Subgrantee will proceed and save DESE herein, harmless from any and all loss, claims, expenses, actions, causes of actions, costs, damages, and obligations, final or otherwise, arising from any and all acts of the Subgrantee, its agents, employees, licensees, school employees or participants hereunder or invitees that result in injury to property or loss to DESE, arising from performance of this agreement, as those injuries, damages or losses relate to any person, corporation, partnership or any other entity.
7. The Subgrantee assumes full liability for the actions of itself for expenditures determined by DESE to be unallowable. The Subgrantee further agrees to repay all expenditures determined by DESE to be unallowable from non-Corporation sources.

8. It is agreed and understood that this Project Agreement may be terminated by either party upon 30 days written notice. If, through any cause, the Subgrantee shall violate any of the covenants, agreements, or stipulations of this Project Agreement, DESE shall thereupon have the right to suspend, reduce, or terminate this Project Agreement.
9. The operation of this Project Agreement is contingent upon DESE's receipt of sufficient funds from the Corporation for National and Community Service; otherwise, this agreement is void and of no force and effect. Unused and/or unauthorized funds will revert to DESE upon termination of this Project Agreement.
10. The Subgrantee shall provide and perform the services agreed upon and approved by DESE as described in the approved grant application. Any changes in the scope of work as stated in the grant application shall be made by written amendment, and signed by all parties.
11. The Subgrantee agrees to maintain an accounting system to document expenses and match, which are reported to DESE.
12. The Subgrantee shall retain all records pertinent to this Project Agreement, including financial, statistical, property and participant records and supporting documentation, for a period of three years from the date of obligation of funds.
13. The aforementioned records will be retained beyond three years if any litigation or audit is begun or if a claim is instituted involving this Project Agreement. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved.
14. The Subgrantee shall not assign this Project Agreement or any part thereof without the written consent of DESE, and in no case shall such consent relieve the Subgrantee from the obligation under or change the terms of the Project Agreement.
15. All parts of this project agreement must be complied with through use of staff employed by the district of the subgrantee.
16. Subgrantee agrees to submit to DESE in a **timely** and appropriate manner all required reports and other information requested by DESE including but not limited to quarterly reimbursement forms, mid-year and end-year reports, and final expenditure reports.
17. DESE or its representative(s) has the right to monitor program and fiscal activities under this Project Agreement to ensure that performance goals are being met, that appropriate administrative procedures, controls, and records are maintained, that Project Agreement terms and conditions are being fulfilled. The Subgrantee shall also permit on-site visits by representatives from the Corporation for National and Community Service and any other state or federal agency as legally authorized, to monitor all activities under this Project Agreement for which funds have been provided.

18. The Subgrantee will agree to perform all actions and support all intentions stated in the Certifications. The three Certifications are:
  - The Subgrantee certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
  - The Subgrantee ensures compliance with the Drug-Free Workplace Requirements for Federal Grant Recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988.
  - The Subgrantee certifies that no funds provided under this Project Agreement shall be expended for lobbying activities.
19. Missouri Service-Learning funds will be used to serve school-aged students enrolled in grades K-12.
20. Prior to the placement of a participant, the program will consult with any local labor organization representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program.
21. The Subgrantee agrees to develop an age-appropriate learning component for participants in the program that shall include a chance for participants to reflect on service experiences and expected learning outcomes. A minimum of one project per building listed on the application must be completed within the grant period. At least one third of the projects must benefit the community at large (benefit persons outside the school community.)
22. The Subgrantee agrees to establish a local advisory committee will be that consists of representatives of these groups: community-based agencies, youth, parents, teachers, administrators, school board members. Said committee will meet no less than two times each school year.
23. The applicant will participate in all regional and state meetings as required by DESE.
24. The subgrantee shall establish a community-based partner which has demonstrated expertise in the provision of services that meet human, environmental, education or public safety needs. The partner is a non-for-profit agency (colleges, universities, and state agencies are acceptable). The partner has been in existence at least one year prior to the date of this application. The partner will assist in or make projects available for student participants.
25. The Subgrantee agrees to obtain a permission form signed by a parent or legal guardian which acknowledges that they are aware that their child will be involved in Service-Learning related activities when those activities occur off school grounds.



26. The Subgrantee agrees to complete one Service-Learning project in each building listed on the grant application page within the given school year.
27. The subgrantee shall not purchase equipment over the amount of \$1,000 without prior approval of the DESE program supervisor. For guidelines on purchasing equipment, see the DESE web site at <http://services.dese.state.mo.us/divvoted/miscellaneous.htm>.

## Performance Measure Form

**Goal Area :** \_\_\_\_History/Civics/Citizenship \_\_\_\_ Private Partnerships \_\_\_\_ Strengthening Students \_\_\_\_ Strengthening Communities

**Need Statement:**

**Intervention/Activities. List also Accountability by each.**

**Resources/Supplies:**

**Targets:**

**Evaluation/Data Collection:**

**Intermediate Outcomes:**

**Long-term Outcomes:**

**This Goal is** \_\_\_\_ **New this year**  
\_\_\_\_ **Continued from a previous year. What year was the goal first written?** \_\_\_\_

**If continued, list targets achieved, short-term results of last year's implementation and progress made toward long-term results.**

## Continuation Grant Application Questions

*For districts that have any number of buildings in the grant where **all** buildings are not in year 1 (New Grant) and **all** buildings are **not** in years 4 or more (Sustainability Grant).*

**Note:** Many of these questions were taken directly from the Year-End Report that was not required at the end of the 2002-2003 academic year. **If you submitted the year-end report, you need not answer numbers 2,3,4,5,6, or 10.**

### Program Overview

1. Describe your past history in this grant by completing the chart below and submitting information for the two additional Questions

| Give numbers based on total district   | Predicted For Application School Year | Total Based on Last School Year | Total over total time in grant |
|--|---------------------------------------|---------------------------------|--------------------------------|
| Number of Buildings Participating  |                                       |                                 |                                |
| Number of SL Projects  |                                       |                                 |                                |
| Number of Students Participating   |                                       |                                 |                                |
| Number of Teachers Implementing Projects   |                                       |                                 |                                |
| Number of Adult Volunteers (age 18 or over) Assisting with Projects                      |                                       |                                 |                                |
|  |                                       |                                 |                                |
| Number of Years the District has Participated in the Service-Learning Grant              |                                       |                                 |                                |
| Total Value of All Projects Completed Last School Year Based on Savings to the Community |                                       |                                 |                                |

2. If your goals from 2002-2003 were different from those submitted this year, describe progress that was made toward the 2002-2003 goals? Please restate the goal. Tell if **targets** were met, what **short-term outcomes** were met and what progress was made toward **long-term outcomes**.
3. Describe any challenges, issues/problems (resolved or unresolved) or obstacles to achieving the above goals.
4. Other than those listed above, name any other primary accomplishments, unique successes, or project milestones from last year. (Bullet)
5. If not described in the results section of the performance measures, what trends in student academic and social achievement in relation to Service-Learning were reported last school year? Report on any data collected not given previously.
6. List any Service-Learning events in which you participated last year. For example, conferences, events on site involving the community, etc. Attach newspaper clippings or photos not previously submitted. (Bullet)

## Future Plans

7. How have you worked with your local advisory council in making plans for the future success and sustainability of Service-Learning in your building/district?

## Additional Questions

6. How much grant money was requested in Service Learning grant dollars in 2002-2003? How much was actually spent? If there is a discrepancy, please explain why monies were not utilized.
7. Grantees using funds for **District Coordinator Salary**: Give a general timeline of your outreach strategies including training opportunities you will provide to implement Service-Learning as a district-wide initiative.
8. Submit examples of last year's projects, one for each building site that was listed on last year's grant application. If more than one project took place in a building, describe the most effective or unique project. Applications will not be accepted without these attachments. Used the attached format.

## Sustainability Grant Application Questions

*For districts where all buildings listed are in year four or more.*

**Note:** Many of these questions were taken directly from the Year-End Report that was not required at the end of the 2002-2003 academic year. **If you submitted the year-end report, you need not answer numbers 2,3,4, or 7.**

### Program Overview

1. Describe your past history in this grant by completing the chart below and submitting information for the two additional Questions

| Give numbers based on total district   | Predicted For Application School Year | Total Based on Last School Year | Total over total time in grant |
|--|---------------------------------------|---------------------------------|--------------------------------|
| Number of Buildings Participating  |                                       |                                 |                                |
| Number of SL Projects  |                                       |                                 |                                |
| Number of Students Participating   |                                       |                                 |                                |
| Number of Teachers Implementing Projects   |                                       |                                 |                                |
| Number of Adult Volunteers (age 18 or over) Assisting with Projects                      |                                       |                                 |                                |
|  |                                       |                                 |                                |
| Number of Years the District has Participated in the Service-Learning Grant              |                                       |                                 |                                |
| Total Value of All Projects Completed Last School Year Based on Savings to the Community |                                       |                                 |                                |

2. If your goals from 2002-2003 were different from those submitted this year, describe progress that was made toward the 2002-2003 goals? Please restate the goal. Tell if **targets** were met, what **short-term outcomes** were met and what progress was made toward **long-term outcomes**.
3. Other than those listed above, name any other primary accomplishments, unique successes, or project milestones from last year. (Bullet)
4. List any Service-Learning events in which you participated last year. For example, conferences, events on site involving the community, etc. Attach newspaper clippings or photos not previously submitted. (Bullet)
5. Describe how monies will be used for new projects, continuation of current projects, or for sustaining Service-Learning.

#### Additional Questions

6. **Grantees using Funds for District Coordinator Salary:** Give a general timeline of your outreach strategies including training opportunities you will provide to implement Service-Learning as a district-wide initiative.
7. Submit examples of last year's projects, one for each building site that was listed on last year's grant application. If more than one project took place in a building, describe the most effective or unique project. Applications will not be accepted without these attachments. Used the attached format.

## Service-Learning Grant - Project Description Form



Name of District: \_\_\_\_\_ Name of Building \_\_\_\_\_

Teacher(s) Name(s): \_\_\_\_\_

Number of Students Participating (Service Providers versus Recipients): \_\_\_\_\_

Grades of Students: \_\_\_\_\_

Number of Adult Volunteers assisting with project: \_\_\_\_\_

Project Name: \_\_\_\_\_

Short description of Project (2-3 sentences):

---

---

---

---

Give 3 key index words a person might use to identify the project (stream, science, environment)

---

Content area(s) to which project was linked: \_\_\_\_\_

Title of the Lesson or Unit in which SL was used:

---

Learning objectives of the project:

---

Show-Me Standards **Performance** Goal Number and Standard (Example: Goal 1.1)

---

Show Me Standards **Content** Goal Number and Standard (Example: Science 8)

---

Estimated Value of this Project/Savings to the Community: \$

---

***For DESE purposes, you may stop here.***

*\*If you wish to submit this lesson to Success Link for cash award, the following is needed:*

Materials or equipment needed

Amount of time needed for project

Steps a teacher takes to implement this project (may attach lesson plans or process description)

Assessment tools used for the project (please attach)

See their web site at <http://www.successlink.org/index.htm>.

*Revised 8/13/2003*

## Service-Learning Grant Budget and Amendment Form

Complete the budget below. Please round all figures to the nearest dollar. For the initial proposed budget, use the budget and match worksheets to assist you.

School District \_\_\_\_\_  
 County-District Code: 03-\_\_\_\_\_-SL  
 Street Address: \_\_\_\_\_  
 City, Zip: \_\_\_\_\_  
 Grant Coordinator Name: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_  
 Fax: (\_\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Check One:

☐ Proposed Budget

☐ Amendment

Date of Submission

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Match must equal 100% of the Grant Monies Requested. **10% of the match must be district monies.**

| Category  | Grant Monies Requested | Match Category   | Non-District Match | District Match |
|---|------------------------|--|--------------------|----------------|
|   |                        |  |                    |                |
| Substitute Salaries and Benefits  | \$                     | Coordinator Hours (not charged to grant)   | \$                 | \$             |
| Coordinator Salaries and Benefits<br>(District Coordinator Grants only) | \$                     | Support Staff Hours (not charged to grant)   | \$                 | \$             |
| Support Staff Salaries and Benefits                                     | \$                     | Teacher Hours spent on Service-Learning Projects   | \$                 | \$             |
| Coordinator Stipend   | \$                     | Volunteer Hours  | \$                 | \$             |
| Support Staff/Teacher Stipend   | \$                     | Donated Supplies or Materials  | \$                 | \$             |
| Training And Travel   | \$                     | Transportation to SL Activities (not charged to grant)   | \$                 | \$             |
| Project Expenses  | \$                     | Copies, Office   | \$                 | \$             |
| Promotional Costs   | \$                     | Other  | \$                 | \$             |
| Other (Describe)  | \$                     |  | \$                 | \$             |
|   | \$                     | <b>Total</b>   | \$                 | \$             |
| <b>Total A</b>  | \$                     | <b>Total B District and Non-District Match \$</b><br><i>Must be equal to or greater than Total A</i> |                    |                |
| <b>Total Project A+B</b>  | \$                     |  |                    |                |

Person Completing This Report: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

DESE Approval By: \_\_\_\_\_ Date: \_\_\_\_\_



## Missouri Service-Learning Grant - Salary Form

Please complete the following information for each position in which full or part time salary from the grant is requested.

District Grant Coordinators must spend a minimum of one-third documented time on Service-Learning in order to obtain a salary.

Support Staff may also be paid salary from the grant if work is outside their normal contracted duties. Support staff time on the grant must be documented for auditing purposes.

**Do not** complete this form for salary paid to substitute teachers or **stipends** paid to site coordinators, teachers, or support staff of grants.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Building Location: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Wk Phone: (            ) \_\_\_\_\_ Fax: (            ) \_\_\_\_\_

Summer Phone: (            ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Total Amount of Salary: claimed from grant: \$ \_\_\_\_\_

Total amount of Benefits claimed from grant: \$ \_\_\_\_\_

Contracted for \_\_\_\_\_ months for the **2003-2004** academic year.

Hours of paid time. (Identify by day, week, month, or annual) \_\_\_\_\_ hrs per \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document I verify that I am a district employee. Salaries paid are for the purposes of implementing Service-Learning. By signing, I agree to all the stipulations in the Financial Guidelines of the application.

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document I verify that salaries paid are for the purposes of implementing Service-Learning. By signing, I agree to all the stipulations in the Financial Guidelines of the application. The salaries listed above have been negotiated and approved by the district.

*Missouri Department of Elementary and Secondary Education*  
*Community Education, Missouri Service-Learning*  
*PO Box 480 Jefferson City, MO 65102 p (573) 526-5395 f (573) 526-4261*  
*kwhite3@mail.dese.state.mo.us*